



Jim Gibbons
Governor

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William R. Burks
Brigadier General
The Adjutant General

NVNG-AG

15 July 2009

MEMORANDUM FOR All Nevada National Guard Technicians

SUBJECT: The Adjutant General's Policy Regarding the Processing of Equal Employment Opportunity Complaints in the Nevada National Guard

1. Discrimination based on race, color, national origin, age, religion, gender (to include sexual harassment), disability, or reprisal based on previous equal employment opportunity (EEO) activity is wrong and will not be tolerated.
2. Directors, managers, supervisors, and employees of the Nevada National Guard will follow established complaint procedures (NGR (AR) 690-600 / NGR (AF) 40-1614). Supervisors have the added responsibility of insuring that every technician is fully aware of these procedures by posting in a conspicuous place and through training annually. Before filing a complaint, Nevada National Guard Technicians must first seek EEO counseling within 45 days of the alleged discriminatory event. EEO Counselors will assist in the resolution and processing of the complaint.
3. At any stage in the complaint process, supervisors will ensure that the complainant is not harassed, coerced, nor subject to reprisal for participating in EEO activities.
4. POC regarding this policy is the State Equal Employment Manager at (775) 884-8400.

A handwritten signature in black ink, reading "Wm R Burks".

WILLIAM R. BURKS
Brigadier General, NVMD
The Adjutant General